

**State of Michigan**  
**(Insert Project Name Here)**  
**Functional Design Document**

**General Information**

|   |                          |                                       |               |
|---|--------------------------|---------------------------------------|---------------|
| <b><i>Project ID /<br/>Acronym:</i></b> | Project ID / Acronym     | <b><i>Date:</i></b>                   | Date Prepared |
| <b><i>Organizational<br/>Title:</i></b> | Organizational Title     | <b><i>Modification<br/>Date:</i></b>  | Date Modified |
| <b><i>Author(s):</i></b>                | Author name and function | <b><i>MDIT Authorized<br/>by:</i></b> | Authorized by |

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## **1. Introduction**

### **1.1 Project Background**

From time to time circumstances arise that necessitate the inter-county transfer of cases and court action referrals (CARs). These transfers may be between like offices (e.g., PA office to PA office) or between different types of offices (e.g., FOC office to PA office). The goal of this task is to identify the circumstances under which the system must support these transfers, and to design and develop that supporting functionality.

### **1.2 Plan Objectives**

The purpose of the Functional Requirements document is to record how the system will satisfy the business requirements. The document will describe system functionality, including screen layouts, report layouts, batch processes, file layouts, etc. The HPT team, OCS staff, end users and additional MiCSES staff are invited and work together during Joint Application Design (JAD) meetings, scheduled and facilitated by the BA, to define system functionality.

### **1.3 References**

N/A

## **2. System Overview**

### **2.1 Business Processes**

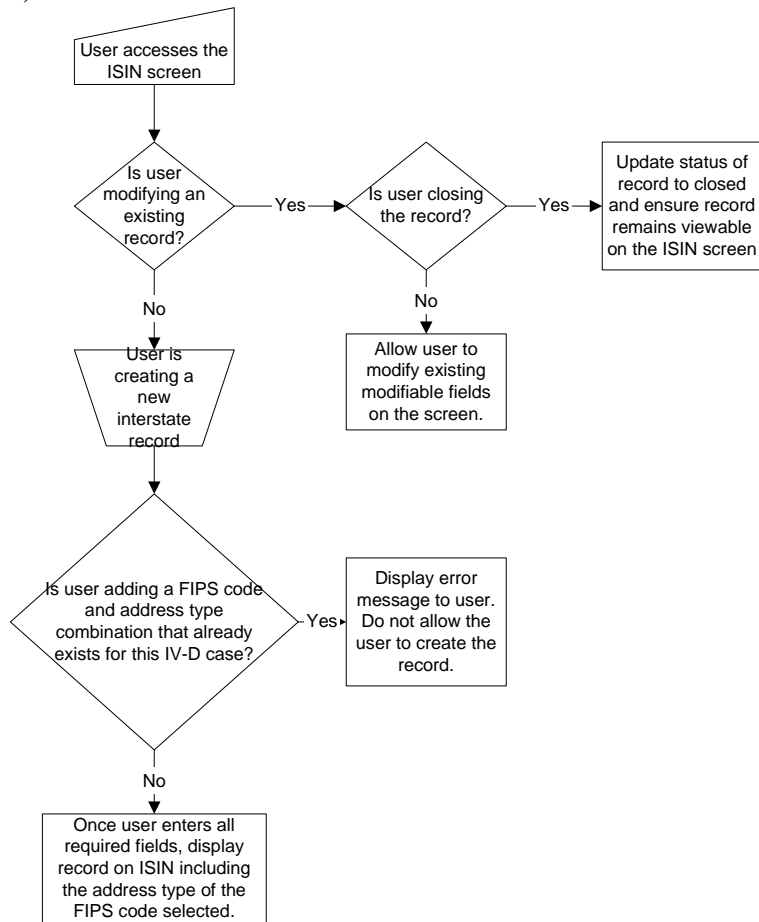
See Below:

### **General Description**

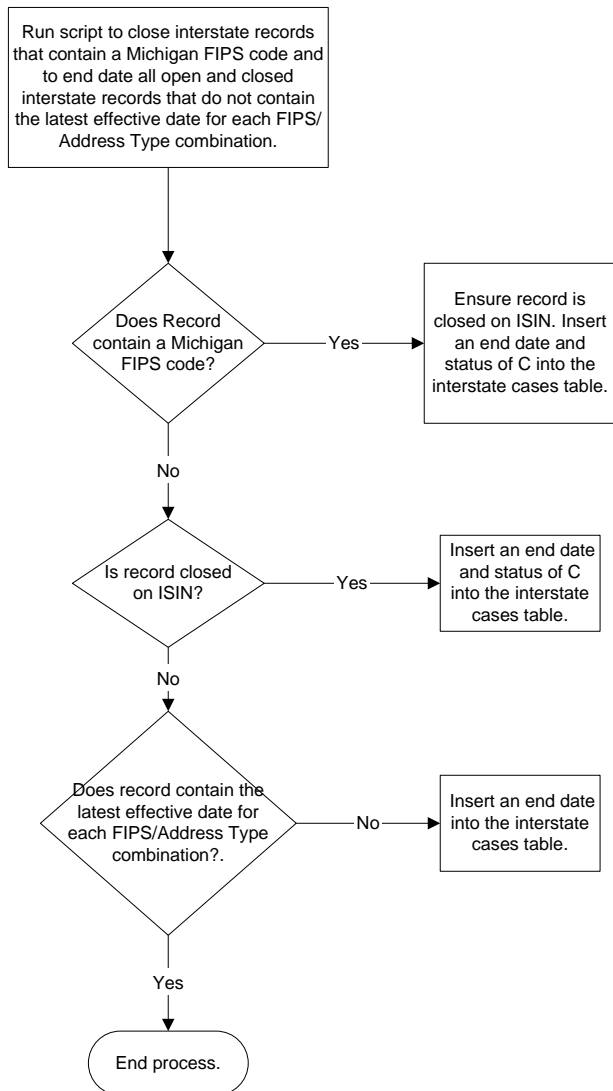
- 1) User must be able to view the address type on interstate records; view closed interstate records and not be allowed to modify the FIPS code on existing ISIN records.
- 2) MiCSES must end date all interstate records that contain a Michigan FIPS code. MiCSES must insert an end date and a status of C into the interstate cases table for all interstate cases that have been closed. .

## Process Flowchart

1)



2)



## 2.2 System Users

N/A

## 2.3 Dependencies and Limitations

See Below:

| No. | Date logged | Assumption  |
|-----|-------------|---|
| 1   | 03/29/06    | EF47 functional design will not cause modification on the data warehouse for the interfaces.  |
| 2   | 04/06/06    | EF47 functional design will not include an interface with SSA.  |
| 3   | 04/10/06    | Employment records from New Hire and Quarterly wage are considered verified   |
| 4   | 04/06/06    | EF47 functional design will not include a new interface with the workers compensation agency.   |
| 5   | 04/28/06    | Loading of existing Quarterly Wage data won't happen on one day.  |
| 6   | 06/19/06    | If the FEIN of an other party record is changed, the quarterly wage data associated to the changed other party record will follow the new FEIN.   |
| 7   | 06/27/06    | Current functionality at DW with respect to quarterly wage information is to replace existing records with matching case member and employer. This means typically, there is only one QW entry in history for a given member/FEIN. This functionality will not change for this release. |
| 8   | 07/28/06    | Other than as explicitly modified in this design, current EF48 functionality for loading SOI records will apply to the loading of UIA records.  |

## 3. Structure

### 3.1 Configuration Identification

N/A

### 3.2 Data Design and Control

See Below:

#### Logical Impacts

There are no database impacts that have been identified within the scope of this requirement.

The following table outlines the database impacts of the Business and User Requirements:



## ELST Screen with History button and new date range filter

Michigan Child Support Enforcement System (MiCSES)

Case Management Financial Management Reports Management Scheduling/Worker Management System Maintenance Exit Window

**ELST - MEMBER EMPLOYMENT LIST**

User: OESEBURGD Date: 05/02/2006 02:37 PM Region: MDV Screen

IV-D Member ID  DOB  SSN

Associated Cases  Locate Status  Locate Date  Gender

All

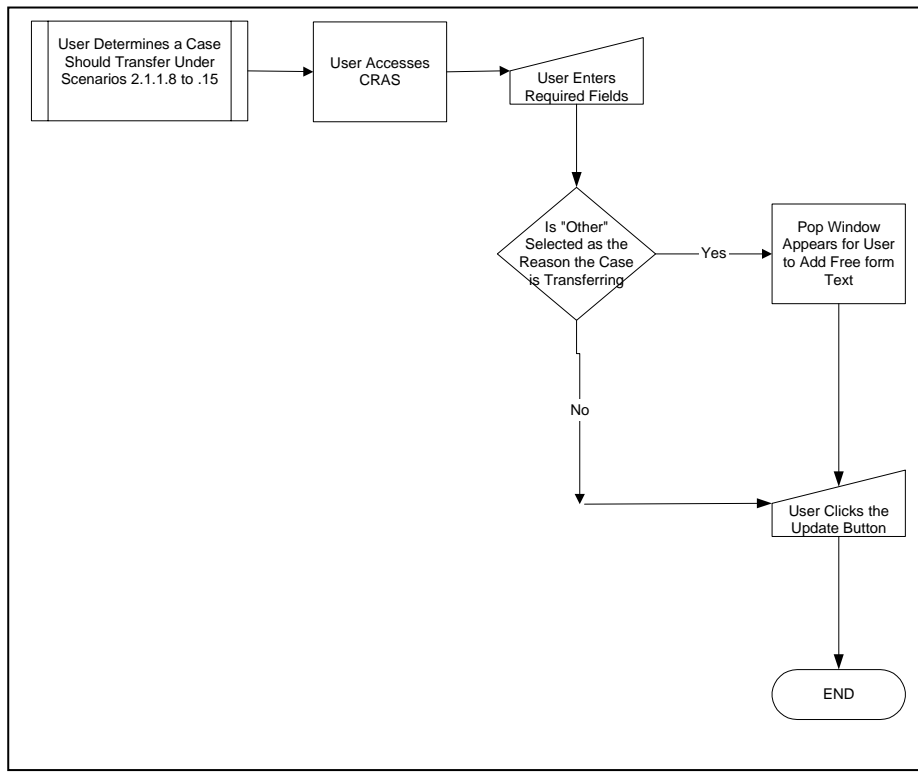
| Action Code | SOI Name | Income Type | FEIN | OTHP ID | Begin Date | End Date | Worker ID |
|-------------|----------|-------------|------|---------|------------|----------|-----------|
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |
|             |          |             |      |         |            |          |           |

Date Begin  Report  Quarterly Wage  SOI History



### 3.4 System Interface Design

See Below:



### 3.5 Security Structure

**Access Level:** The existing level of access should remain the same, with the exception of the following two roles:

| Role Title             | Inquiry | Add | Change | Delete |
|------------------------|---------|-----|--------|--------|
| Manager/Supervisor     | X       |     | X      |        |
| EST Manager/Supervisor | X       |     | X      | `      |

## 4. Requirements Cross-Reference

See Below:

### Functions

| Business Requirement Number | Func. Req. #   | Function   |
|-----------------------------|----------------|--|
|                             | <b>Heading</b> | <b>Loading OTHP Table</b>  |
| 1.1                         | 1.0            | The SOI must be recorded in the SOI table.   |
| 1.1.1                       | 1.1            | MiCSES must have edit checks for loading the SOI so as not to allow duplicate type SOI records.  |
|                             | 1.1.1          | If the FEIN does not match with the OTHP type of E or M, then MiCSES must create a new “E” type SOI record using the interface record.   |
| 1.1.1.1                     | 1.1.2          | If the FEIN <u>and</u> the zip-plus-four match only one OTHP entry, then MiCSES must not load the interface record.  |
|                             | 1.1.3          | If the FEIN <u>and</u> the zip-plus-four match, but multiple matching entries exist in OTHP and at least one has type of M, then MiCSES must use only the most recently added type M OTHP entry as a match and not load the interface record.  |
|                             | 1.1.3.1        | If the FEIN <u>and</u> the zip-plus-four match, but multiple matching entries exist in OTHP with type of E and there are no matching OTHP entries with type of M, then MiCSES must use only the most recently added “E” type OTHP entry as a match and not load the interface record.  |
|                             | 1.1.4          | If the FEIN match and zip matches (5 character ZIP), but the plus-four does not exist in the OTHP table, then MiCSES will create a new “E” type SOI record using the interface record.   |
|                             | 1.1.5          | If the FEIN match, zip matches (5 character ZIP), but the plus-four does not exist in the interface record, then MiCSES must match the first group of numeric characters (numerals) in the interface record of address line one, with the first group of numeric characters in the OTHP record address line one or address line two. |
|                             | 1.1.5.1        | If a match is not found, then MiCSES will create a new “E” type SOI record.  |
|                             | 1.1.5.2        | When a match is found, MiCSES will not load a new “E” OTHP record.   |
|                             | 1.2            | If the FEIN is blank on the interface record, then MiCSES must not process this interface record.  |
| 1.1.1.2                     | 1.3            | When MiCSES automatically matches an SOI that has been merged into another primary SOI entry, MiCSES   |

| <b>Business Requirement Number</b> | <b>Func. Req. #</b> | <b>Function</b>  |
|------------------------------------|---------------------|--|
|                                    |                     | must select the primary SOI as the SOI to attach to the member.  |
| 1.2                                | 1.4                 | MiCSES must load all SOI information from the data warehouse to all known active member(s) attached to active IV-D case(s).  |
|                                    | <b>Heading</b>      | <b>Attaching members to SOI records.</b>   |
| 1.0, 2.0                           | 2.0                 | MiCSES must identify (relate) all of the persons associated to SOIs received through an interface that match the “P” primary type SSN and the first four letters of the last name of an active member with an active IV-D case.  |
|                                    | 2.0.1               | A member’s “P” primary type SSN must have one of the following Action Codes to be considered a match: <ul style="list-style-type: none"> <li>• “Y” Verified Good</li> <li>• “V” Verification Sent</li> <li>• “ “ Blank</li> </ul>  |
| 2.1, 2.1.2                         | 2.1                 | MiCSES must not automatically create a duplicate SOI on the employer history screen (EHIS) when attaching a member to an SOI type (E or M) through an automated process.   |
| 2.1.1, 2.1.3                       | 2.1.1.1             | For new hire, existing EHIS records with action code of N, D, V or E, must be changed with action code of Y (verified good) for that member and OTHP ID, when the new hire effective date is greater than or equal to the new hire threshold.  |
|                                    | 2.1.1.1.1           | The new hire date will be set to new hire effective date for a new hire SOI that is made active.   |
|                                    | 2.1.1.2             | For new hire SOIs, for a member that match an existing EHIS SOIs’ FEIN with action code of N, D, V or E, the action code for the SOI must not change for that member when the new hire effective date is less than the new hire threshold.   |
|                                    | 2.1.1.3             | For new hire SOIs for a member that match an existing EHIS SOIs’ FEIN with action code of Y, the action code for the SOI must not change for that member.  |
|                                    | 2.1.2.1             | Quarterly wages (QW) SOIs, with an existing EHIS record with the action code of N, must be changed with action code of Y (verified good) for that member and SOI, when the QW SOI quarter date is greater than the latest SOI end-date of EHIS records with the same FEIN as the QW SOI. |
|                                    | 2.1.2.2             | Quarterly wages (QW) SOIs, without an existing EHIS record with the action code of N and other EHIS records exist for the same FEIN for the member with action code of N must be added with action code of Y for that member and SOI, when the QW SOI quarter date is greater than       |

| <b>Business Requirement Number</b> | <b>Func. Req. #</b> | <b>Function</b>  |
|------------------------------------|---------------------|--|
|                                    |                     | the latest SOI end-date of EHIS records with the same FEIN as the QW SOI.  |
|                                    | 2.1.2.3             | Quarterly wages (QW) SOIs, with an existing EHIS record with the action code of D, V or E, must be changed with action code of Y (verified good) for that member and SOI, when the quarter date of the QW SOI is greater than or equal to the QW threshold.  |
|                                    | 2.1.2.3.1           | The verified date must be set to system date for the quarterly wage SOI that is made active.   |
|                                    | 2.1.2.4             | Quarterly wages (QW) SOIs, with no existing EHIS record with the action code of D, V or E and other EHIS records exist for with the same FEIN for the member with action code of D, V, or E must be added with action code of Y (verified good) for that member and SOI, when the quarter date of the QW SOI is greater than or equal to the QW threshold. |
|                                    | 2.1.2.4.1           | The verified date must be set to system date for the quarterly wage SOI that is made active.   |
|                                    | 2.1.2.5             | For quarterly wages SOIs with existing EHIS records with the same FEIN as the QW SOI and the action code of Y, the action code for the SOI must not change for that member.  |
|                                    | 2.1.2.6             | For quarterly wages (QW) SOIs, existing EHIS records with the action code of N, must not be changed for that member and SOI, when the QW SOI quarter date is less than or equal to the latest SOI end-date of EHIS records with the same FEIN as the QW SOI.   |
|                                    | 2.1.2.7             | For quarterly wages (QW) SOIs, existing EHIS records with the action code of D, V or E, must not be changed for that member and SOI, when the quarter date of the QW SOI is less than the QW threshold.  |
|                                    | 2.1.2.8             | MiCSES must load quarterly wage history for each distinct case member, FEIN and quarterly wage source.   |
|                                    | 2.2                 | For new hire records for a member, when an EHIS record does not exist for the member, then MiCSES must attach the member to the SOI based on the new hire date and new hire threshold.   |
|                                    | 2.2.1               | For new hire records for a member, when an EHIS record does not exist for the member, and the new hire date is greater than or equal to the new hire threshold, then MiCSES must attach the member to the SOI with action code of Y (verified good).   |
|                                    | 2.2.2               | For new hire records for a member, when an EHIS record does not exist for the member, and the new hire date is less than the new hire threshold, then MiCSES must attach the member to the SOI with action code of N (verified/ confirmed bad).  |

| Business Requirement Number | Func. Req. # | Function  |
|-----------------------------|--------------|---|
|                             | 2.3          | For quarterly wage records for a member, when an EHIS record does not exist for the member, then MiCSES must attach the member to the SOI based on the quarter date and QW threshold.   |
|                             | 2.3.1        | For quarterly wage records for a member, when an EHIS record does not exist for the member, and the quarter date of the QW SOI is greater than or equal to the QW threshold, then MiCSES must attach the member to the SOI with action code of Y (verified good). |
|                             | 2.3.2        | For quarterly wage records for a member, when an EHIS record does not exist for the member, and the quarter date of the QW SOI is less than the QW threshold, then MiCSES must attach the member to the SOI with action code of N (verified/ confirmed bad).      |
|                             | 2.3.3        | MiCSES must load quarterly wage history for each distinct case member, FEIN and quarterly wage source.  |
|                             | 2.4          | The new hire threshold will be a number that OCS must define (currently six months) and may modify which is (represent a set number of full months less than the system date) stored in the reference master (REFM).  |
|                             | 2.5          | The QW threshold must be a number that OCS defines (currently six months) and may modify which is (represent a set number of full months less than the system date) stored in the reference master (REFM).  |

## Approval Information

*The signatures relay an understanding of the purpose and content of the document by those endorsing it.*

☐ Accept      ☐ Reject      ☐ On Hold      ☐ Need Clarification      ☐ Other:

|                 | Name / Title | Signature | Date |
|-----------------|--------------|-----------|------|
| Client Sponsor  |              |           |      |
| DIT Sponsor     |              |           |      |
| Project Manager |              |           |      |